

How to Use Proofreading Symbols

^	Make correction indicated in margin	awk	Awkward construction
stet	Retain Crossed-out work or letter; let it stand (stet)	bib	Error in bibliographical form
¶	Make a paragraph here	con	Be concise
w/rd/trs	Transpose words or letters	CS	Comma splice
/	Delete matter indicated (dele)	dev	Inadequate essay
/	Take out character indicated and close up	exact	Inexact word
φ	Line drawn through a cap means lower case	frag	Sentence fragment
∩	Close up; no space	gr	Error in Grammar
#	Insert a space here	log	Faulty logic
Caps	Put in capitals	mng	Meaning unclear
ital	Change to italic	ms	Incorrect manuscript form
=	Under letter or word means capital	No ¶	No new paragraph needed
bf/underline	Under letter or word means boldface	p	Error in punctuation
∧/∨	Insert comma	¶ coh.	Paragraph not coherent
∩ ∩	Insert quotation marks	¶ dev	Paragraph not developed
⊗	Period	¶ un	Paragraph not unified
ab	Faulty abbreviation	pass	Ineffective passive voice
adj/adv	Misuse of adjective or adverb	ref	Error in pronoun reference
agr	Error in agreement	run-on	Run-on sentence
appr.	Inappropriate language	sp	Misspelled word
		trans	Better transition needed
		x	Obvious Error